

CODE OF CONDUCT ASSURANCE

The recipient of this award shall develop and maintain a written code or standards of conduct which shall govern the performance of its officers, employees, or agents engaged in awarding and expending federal grant funds. Include the following:

- (1) The recipient agency's officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from subcontractors or potential subcontractors.
- (2) All persons on the policy-making board and all employees in top management will file conflict of interest statements which will set forth any organizational, financial, or familiar relationship with actual or potential providers of services under funds from the Older Americans Act.
- (3) Persons serving on advisory councils who are also staff or board members of projects being considered by the advisory council will be expected to remain silent in any presentation of those projects and refrain from voting on such projects.
- (4) Such standard or code shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards either by the officers, employees, or agents of the recipient agency or by subcontractors or their agents.

(Original signature and title of official authorized by grantee to sign on its behalf.)

SIGNED: _____

TITLE: _____

DATE: _____

(NOTE: Above is not the code but merely assures that such a code will be adopted.)